

This job description, in draft form shown, was approved by the KUSD board at the 4/16/14 meeting. It is therefore the current job description

## KONOCTI UNIFIED SCHOOL DISTRICT

**JOB TITLE: Instructional Coach**

**CLASSIFICATION: Teacher on Special Assignment**

**JOB SUMMARY:** The Instructional Coach will work as a colleague with classroom teachers to support student learning. The Instructional Coach will focus on individual and group professional development that will expand and redefine the understanding about research-based effective instruction and the implementation of Common Core State Standards with emphasis on meeting the needs of special populations.

Duties shall be restricted to supplemental services consistent with funding.

**REQUIRED QUALIFICATIONS (Education and Experience):**

- Valid California Credential
- Minimum five years successful teaching experience preferred
- Minimum Bachelor's degree, Masters degree in Education preferred
- Proficient technology skills
- Strong leadership and collaboration skills
- Outstanding interpersonal skills
- Strong oral and written communication skills
- Knowledge of adult learning theory
- Outstanding presentation and facilitation skills
- Experienced in research-based educational instructional practices
- Two to three year commitment to assure consistency in teacher support

**ABILITY TO:**

- Listen and communicate effectively in order to gather, convey and exchange information, including giving instructions, assignments or directions
- Interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- Demonstrate continued professional curiosity and growth
- Work positively towards meeting identified district and school improvement goals
- Develop and maintain a confidential collegial relationship with teachers
- Possess an understanding of when to contact administrators regarding issues of safety/ethics involving students in classrooms observed
- Perform under stress, deal with persons acting under stress and displaying emotional distress and adapt when confronted with emergency situations
- Work with all departments/grade levels at school site

**ESSENTIAL FUNCTIONS OF THIS POSITION:**

- Teach model mini lessons, and facilitate research-based best practices within the schools instructional program that result in increased student performance
- Assist teachers with the collection and analysis of data results
- Evaluate student achievement and assist in placing students in the appropriate intervention and support services
- Provide analysis of student data/achievement for recognitions and awards and plan recognition events
- Identify needs and make recommendations for appropriate instructional materials and assessments that directly support and align to the common core state standards
- Meet regularly with teacher teams and the site administrator(s) to review instructional practices and progress while also planning next steps for student and school improvement
- Collaborate with teachers to identify the instructional needs of students, to set learning goals and targets, and to problem solve with teachers to develop best practices for continuous academic growth for students

- Work with the site administrator(s) to create the school professional development plan, structure related coaching, and identify specific, measurable and attainable benchmarks for student performance
- Provide specific integration and differentiation strategies that enable teachers to meet the needs of all learners
- Develop and provide materials for teachers
- Network with other instructional coaches and participate fully in on-going professional development
- Provide resources and support to foster educational development at home and in the community
- Perform other duties and responsibilities related to instruction in all content areas as assigned by site administrator(s)
- Provide support for classroom motivation and management strategies
- Instruct and support teachers with curriculum software products, Internet links related to instruction and curriculum, and classroom/curriculum related technologies
- Release classroom teachers to observe peers and debrief regarding their learnings
- May provide specific academic assistance during student lunch or recess
- May provide diagnostic teaching for the purpose of supporting teachers in meeting the needs of our students
- Participate in other additional events as all other KEA members

### **CONFIDENTIALITY:**

The Instructional Coach shall not report, orally or in writing, any observations that may or could be used in an individual unit member's evaluation. Written communication shall be given directly to the unit member who was assisted by the Instructional Coach. The Instructional Coach may report on curriculum or instructional needs that are trends within the school site.

### **ESSENTIAL PHYSICAL REQUIREMENTS:**

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

1 Seldom = Less than 25%      3 Often = 51-75%  
 2 Occasional = 25-50%      4 Very Frequent = 76% and above

4	a.	Ability to work at a desk, conference table or in meetings of various configurations.
4	b.	Ability to stand and circulate for extended periods of time.
4	c.	Ability to see for purposes of reading laws and codes, rules and policies and other printed matter materials and observing students.
4	d.	Ability to hear and understand speech at normal levels.
4	e.	Ability to communicate so others will be able to clearly understand normal conversation.
2	f.	Ability to bend and twist, kneel and stoop, run and crawl.
2	g.	Ability to reach in all directions.
2	h.	Ability to lift 25 pounds.
1	i.	Ability to carry 50 pounds

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: \_\_\_\_\_